**How we use your personal information for the administration of the Safe Routes in Communities Application Process**

1. **Data Controller**

Rhondda Cynon Taf County Borough Council

1. **Purpose for Information**

The information provided will be used to create a Safe Routes in Communities funding bid that the Council submits to the Welsh Government. If funded is awarded then we will also use this information for statistical and reference purposes when undertaking the monitoring requirements, which is a Welsh Government condition of the funding process.

1. **What information will we collect?**

The types of information we hold and process will typically include:

* Personal Details
* Contact Information
* Household details
1. **Who is the information shared with**

We will share your information with internal Council departments so that they can help us carry out our assessment of your application. Your information will also be shared with the Welsh Government should a bid be made as part of the Safe Routes in Communities submission.

1. **How long is it retained for**

We will only keep your information for as long as we need in order to submit a funding bid to Welsh Government, unless the law requires us to keep it for a longer period.

1. **Your Information Rights**

The General Data Protection Regulation (GDPR) gives you important rights, including the right to access the personal information the services hold about you.

For more information on your rights and how to exercise, please see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

1. **Complaints**

If you feel your data is not being processed correctly then it is your right to complain to the Information Commissioner’s Office (ICO), details can be found on the following link:

<https://ico.org.uk/concerns/handling/>

1. **Local Contact**

If you have any concerns or would like to know more about how the service is using your personal information, please contact us in one of the following ways:

By e-mail: Transportstrategy@rctcbc.gov.uk

By telephone: 01443 425001

In writing: Rhondda Cynon Taf County Borough Council., Transport Strategy, Sardis House, Sardis Road, Pontypridd, CF37 1DU